

April 24th, 1919.

MARGARET EATON SCHEEL
and
TORONTO CONSERVATORY.

Mr. H.Y. Eaton,
Hotel del Coronada,
Pasadena, Cal.,
U. S. A.

Dear Mr. Eaton,-

You will find enclosed a copy of a
letter received to-day from Dr. Vogt.

If there are any further points you
think should be incorporated, will you be good
enough to wire.

Yours truly,

JJV/S.

FROM
J. J. VAUGHAN

1919

o'clock

CHECK	
	Acknowledge
	Will Dictate
	Reply—Not interested
	No Reply
	File
	Make an Appointment
	Obtain Report from
	Refer to Mr.
	Will see Mr.
	For my attention
	Send cheque for \$

April 19th, 1919.

John
expectation
Mrs. George Ne
The Margaret E
Literature
North Street,
C i t y.

Remarks: *answer letter*
from Dr Vogt
Mrs E. L. Lister
directors to approve

Dear Mrs. Nasmith

You will find below a copy of a letter sent

to Mr. R. Y. Eaton,-

" After receiving your wire regarding the negotiations between the Margaret Eaton School and the Conservatory of Music, I had a conference with Mrs. Nasmith.

The plan in general seemed to be agreeable to both the School and the Conservatory, the particular point undecided being the percentage of fees that should go to the Conservatory. While discussing the matter with Mrs. Nasmith we found the percentage for advertising, of the total fees, to be 10-3/4% for the school year 1918-19; 11-1/2% for the year 1917-18; 13-2/3% for the year 1916-17; 12-3/4% for the year 1915-16. The advertising includes both Calendar and News Paper Advertising, and the fees include both the school work and the physical training. It was therefore concluded that the 25% mentioned by Mr. Vogt was too high. We, of course, appreciated the fact that we could not expect the Conservatory to hand the pupils over at cost, and on the other hand we thought it only proper that the School should benefit to some extent. By appointment made by Mrs. Nasmith we discussed the matter with Dr. Vogt this morning. After taking over the plan in general we asked him for his idea as to division of fees, and he stated that 25% is what he thought would be fair. We explained to him that 25% was too high, as the cost for the School advertising is only 10% at the present time. We told Dr. Vogt that we did not expect the Conservatory to turn over the pupils at the cost of the advertising, as any arrangement to be satisfactory should be of mutual benefit. We therefore proposed 15% and in so doing explained that, aside from the salaries, the other expenses were greater than the advertising, and that it would not be unreasonable to expect something more than half. This percentage he consented to, but, as he thought a number of pupils would come to the School direct through the advertising

John finds
objectum 23/4/19

April 19th, 1919.

Mrs. George Nasmith,
The Margaret Eaton School of
Literature & Expression,
North Street,
C i t y.

Dear Mrs. Nasmith,

You will find below a copy of a letter sent
to Mr. R. Y. Eaton,-

" After receiving your wire regarding the negotiations
between the Margaret Eaton School and the Conservatory of Music,
I had a conference with Mrs. Nasmith.

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the School and the Conservatory, the particular point undecided
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DEL CORONADO
HERNAN, MANAGER
Beach, California

Apr 10 '13

John

I got a wire today from
Lamith stating that Conservatory
asking for terms re proposal for
school to take up the work of
for the Conservatory. The

terms suggested were 25% for
Conservatory. Whether this was her
term or Vogt's did not appear.

being on the high side I suppose
Vogt's. The risk of making

for the Conservatory is of course
it robs Vogt of the incentive
and pupils to take the work,
making it high deprives the
school of any profit. Vogt's
initial idea was 20%, that is

ST. TELEGRAPH
FORM T. D. 1
M N 320
S OF THE WORLD
J. McMILLAN, Manager Telegraphs, Montreal.

ED

1353

ORY CONSULT

RED 724/20

half of 40% which the M
school is supposed to retain
other 60% going to the teacher
if it were to be put on the
basis between teacher & school

Of course Mrs A. spoke of 60%
off hand. I think the usual
is $66\frac{2}{3}$ - $33\frac{1}{3}$. And half
latter would allow only $16\frac{2}{3}\%$
the Conservatory if Vogt would
to his original idea of splitting
school share of the fees.

I forgot to speak to Mr John
it. There is nothing unusual in
a thing. The Canadian museum
up on Spadina Rd & Bloer emp
Miss Sternberg's staff for Exper
work. It gives the school the
of the Conservatory which has in
the added strength of being affiliated
the University. Yrs H.

THE MARGARETEATON SCHOOL OF LITERATURE AND
EXPRESSION.

Year.	Year ending at end of MAY.	Total Fees. \$	Advertising \$ Total	% of Fees.
1912-13	1913.	4,353	868	19.94
1913-14	1914.	4,737	673	14.20
1914-15	1915.	4,978	486	9.76
1915-16	1916.	4,113 ✓	527 ✓	12.81
1916-17	1917.	3,707 ✓	498 ✓	13.43
1917-18	1918. (School)	(5,262) 6234	721	13.68

11

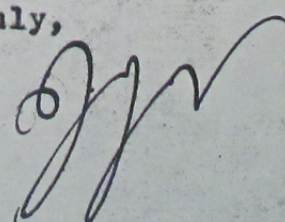
May 6th, 1919.

Mrs. George Nasmith,
The Margaret Eaton School of
Literature & Expression.
North Street,
D i t y.

Dear Mrs. Nasmith:

Upon being advised by you yesterday over the telephone that the proposed arrangement, as outlined by Dr. Vogt in his letter of April 22nd, was satisfactory to you, and that the plan had been discussed with Mrs. Eaton and had received her approval, I replied to Dr. Vogt's letter, a copy of which you will find enclosed.

Yours truly,



JJV/H.

10511

May 5th, 1919.

Dr. A. S. Vogt,
Toronto Conservatory of Music,
T o r o n t o.

Dear Dr. Vogt,

The arrangement between
the Toronto Conservatory of Music and the
Margaret Eaton School of Literature and
Expression, as outlined in your letter of
April 22nd, has been considered by the
Directors of the Margaret Eaton School and
meets with approval.

Hoping the affiliation will
prove to be of mutual benefit,

Yours truly,

JJV/H.

Secretary.

School File

June 18th, 1925.

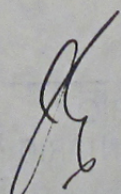
RE "GATE HOUSE" RESIDENCE, BAY STREET,

MARGARET EATON SCHOOL.

Mr. R. Y. Eaton said Mr. Ireland had some time ago been speaking about a building for use as a Residence for employees, and to speak to Mr. Ireland before making any arrangements to give up the Bay Street House.

I spoke to Mr. Ireland (by Phone to Montreal), and to Miss Hodgins (by Phone to Stouffville), and both said that they thought the Bay Street House too small for what they had under consideration, as it would only accomodate 15, whereas 25 to 30 was the minimum number that would give most economical operation. They both said that as far as they were concerned, the house could be given up.

JE/M.



Whittington's Ls 1074

MARGARET FATON SCHOOL RECORDS

The above were inspected to-day, and were found to be in very good order, and well labelled, so as to indicate clearly the contents of each parcel or box. The following list shows the article number, the nature of the article and its contents, and is divided into schedules as a recommendation with regard to disposal. The article number shown opposite each item on this list is marked clearly in black crayon on the articles to which the items refer, and all that will be necessary to make a proper disposition of these records is to give Mr. R. Muir, of the General Office Files, a list of the numbers under each head, with the necessary instructions. Mr. Muir can readily identify each article, and, from the instructions received, will be able to deal with all the records quite easily.

SCHEDULE "A"RECORDS WHICH SHOULD BE KEPT INDEFINITELY:

Article Number	Nature of article	Contents
13	1 paper parcel	School books, 1940-1941 - <i>including Private Ledger</i>
16	5 paper parcels	Ledger sheets, 1933-1939
17	1 paper parcel	Cash book, June 1907-June 1921, Journal, June 1907 - July 1921.
20	1 paper parcel	Annual statements
22	1 paper parcel	Cash books, June 1921-Jany 1930 Journal, Sept. 1919 - June 1936
24	2 paper parcels and 1 cardboard box	Ledger sheets, 1920-1923
25	3 paper parcels	Ledger sheets 1923-1925
26	1 paper parcel	Journal, June 1936-Aprl. 1940.
28	5 paper parcels	Cash-book sheets, July 1930-Oct. 194
29	5 paper parcels	Ledger sheets, 1927- 1933

SCHEDULE "B"RECORDS WHICH SHOULD BE KEPT FOR SEVEN YEARS FROM THE LATEST DATE

1	1 cardboard box	Receipt stubs 16/4/38 to 6/10/41 Cheque stubs 7/5/38 to 6/10/41 Deposit slip duplicates 7/5/38-7/10/41 Bill head stubs 20/4/36 - 18/9/41
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-Continued-

October 28th,

1941

Mr. R. Muir,
General Office Files

Re: MARGARET EATON SCHOOL RECORDS

As mentioned to you recently, we have classified the above records into schedules A, B and C, according to the disposition that should be made of them. These schedules have been submitted to Mr. Elliott, and we have his approval.

Will you, therefore, please keep the articles in schedule A in the space you are reserving for them. Those in schedule B are to be kept for the length of time specified, and those in schedule C may be destroyed.

We attach a copy of our memo to Mr. Elliott, containing these schedules, and from it, we think you will be able to take care of these records satisfactorily.

ASA/MAC
Enclosure

Mr. Muir advised that these records will be filed in aisle 5 west.

17	1 paper parcel	Cash book, June 1907-June 1921, Journal, June 1907 - July 1921.
20	1 paper parcel	Annual statements
22	1 paper parcel	Cash books, June 1921-Jany 1930 Journal, Sept. 1919 - June 1936
24	2 paper parcels and 1 cardboard box	Ledger sheets, 1920-1923
25	3 paper parcels	Ledger sheets 1923-1925
26	1 paper parcel	Journal, June 1936-Aprl. 1940.
28	5 paper parcels	Cash-book sheets, July 1930-Oct. 1941
29	5 paper parcels	Ledger sheets, 1927- 1933

SCHEDULE "B"

RECORDS WHICH SHOULD BE KEPT FOR SEVEN YEARS
FROM THE LATEST DATE

1	1 cardboard box	Receipt stubs 16/4/38 to 6/10/41 Cheque stubs 7/5/38 to 6/10/41 Deposit slip duplicates 7/5/38-
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(69.1)

Article Number	Nature of Article	Contents
3	1 cardboard box	Receipt books 21/6/33 - 16/4/38 Cheque stubs 5/4/33 - 31/5/37
4	1 cardboard box	Cheques, July 1936-June 1938
9	1 cardboard box	Cheques, July 1938 - Sept. 1941 Bank-book(Savings a/c C17)
12	1 cardboard box	Cancelled cheques 1933 - 1936 Petty Cash book
14	1 paper parcel	School receipts A-K 1935-1941
15	Do.	Do. L-Z 1935-1941
23	1 paper parcel	Bank statements, July 1936 - October 1941
31	1 paper parcel	School receipts, 1930-1935

SCHEDULE "C"

RECORDS WHICH SHOULD BE DESTROYED

2	1 cardboard box	Receipt stubs 5/10/32 - 14/6/33 Cheques 1932-1933 Cheque stubs 1/6/32 - 14/6/33 Deposit slips 31/10/31 - 10/1/33 Bill stubs, 26/10/31 - 9/2/33
5	1 cardboard box	Receipt stubs 10/7/26 - 1/4/29 Cheque stubs 23/4/26 - 5/1/29
6	1 cardboard box	Receipt stubs, April 1929-June 1931 Cheque stubs Do.
7	1 cardboard box	Receipt & cheque stubs, June 1925- June 1926
8	1 cardboard box	Cheques, Aug. 1925-June 1926
10	1 cardboard box	Cancelled cheques- November 1928 - December 1929
11	1 cardboard box	Cheques and cheque stubs, June 4, 1931 - June 18, 1932 Receipt stubs -June 1, 1931- May 31, 1932
18	1 paper parcel	School receipts, July 1, 1926- June 30, 1930
19	1 paper parcel	Residence receipts, July 1, 1926- June 30, 1934

Article Number	Nature of Article	Contents
21	1 paper parcel	Residence accounts to June 1934
27	1 paper parcel	Receipts from Geo.M.Hendry & Co. 1931 - 1935
30	1 cardboard box	Accounts, 1925 - 1926
32	1 cardboard box	Old bank books, 1929. Cancelled cheques, 1926-1928

ASA/MAC



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